

21 MAR 1963

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Audit Report of Director's and Executive Dining Room
Fund for the period 31 January 1962 to 14 January 1963

REFERENCE : Memorandum to Chief, Audit Staff, Dated 13 March 1963,
from Assistant to the Director, same subject

1. The purpose of this memorandum is to briefly inform you of the actions taken by this Staff in response to recommendations in the subject report concerning Comptroller responsibilities.

2. We were advised informally of the accounting system deficiencies at the completion of the audit prior to the release of the formal report. The Assistant to the Director, after being informed by the Audit Staff of the deficiencies, took immediate action to request the assistance of this Staff for a prompt revision of the accounting system. We provided this assistance and, as stated in reference, the revised system is in operation. A formal write up for the system is being prepared and will be available in the near future for your approval and formal transmission to the Assistant to the Director.

3. This Staff will assume its normal responsibility for follow-up after two or three months to assure that the system is operating satisfactorily. We will indicate in the transmittal memorandum that this Staff should be consulted if any questions or problems arise in the operation of the system.

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Chief, Technical Accounting Staff

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CONCUR:

/s/

25 MAR 1963

Chief, Finance Division

Date

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